

*The mission of the Office  
of Equal Opportunity and  
Diversity is to ensure that  
equality, fairness and  
diversity in employment  
are realized for all  
Department of Treasury  
employees and applicants  
for employment*

## Discrimination is Unlawful

### What is discrimination?

Discrimination occurs when an employer intentionally treats one employee differently from another when the two are similarly situated and the treatment is based on race, color, age, national origin, religion, sex, disability or EEO activity. *This is called disparate treatment.*

Discrimination can also occur when an employment decision that is based on neutral factors has an adverse impact on a protected group. *This is called disparate impact.*

### What is reasonable accommodation?

A reasonable accommodation is a modification or adjustment to a job application process or work environment that enables an applicant or employee with a disability to be considered qualified for the position. Employers are required to provide reasonable accommodation, unless an undue hardship exists, when an individual with a disability requests such an accommodation.

### What is harassment?

Harassment is physical or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment. The harassment must be based on a protected basis and be so severe or pervasive as to alter the conditions of your employment.

### Who may file a complaint?

Any Treasury employee or applicant for employment who believes that he or she has been discriminated against based on:

RACE

SEX

RELIGION

COLOR

NATIONAL ORIGIN

AGE

PHYSICAL OR MENTAL  
DISABILITY

REPRISAL

SEXUAL ORIENTATION\*

PARENTAL STATUS\*

PROTECTED GENETIC  
INFORMATION\*

\*In keeping with certain Executive Orders, Treasury employees and applicants are also protected against discrimination based on sexual orientation, protected genetic information and parental status. Treasury has established an administrative procedure for processing these complaints.

## Treasury Employees & Applicants For Employment

## KNOW YOUR RIGHTS

Treasury employees and applicants are guaranteed the following rights:

- The **Right** to freedom from discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, reprisal, parental status or protected genetic information.
- The **Right** to equal opportunity in hiring, promoting, separation, benefits, training, career development, transfers, and other aspects of employment.
- The **Right** to file a complaint if you believe discrimination has occurred.
- The **Right** to a **reasonable** amount of official time to prepare or present your complaint.

### How to file a complaint:

To file an EEO complaint you must contact an EEO Counselor in the Treasury Bureau where your complaint arose. If you do not know the name of the Counselor, contact your Bureau EEO Officer.

You may be asked if you want to participate in alternative dispute resolution (ADR), which is an alternative method of resolving disputes rather than using more formal administrative procedures. Treasury encourages the use of ADR as a tool to resolve disputes.

### Filing deadlines are important:

You must contact an EEO Counselor within **45 calendar days** from when you first became aware of the alleged discriminatory action.

If your complaint is not resolved during EEO counseling, you will be provided a Notice of Right to File a Complaint. Your complaint must be filed within **15 calendar days** with the:

Treasury Complaint Center  
4050 Alpha Road  
Dallas, TX 75244



For more information contact:  
Office of Equal Opportunity and  
Diversity  
1750 Pennsylvania Avenue, NW  
Suite 8000  
Washington, DC 20220  
(202) 622-1160  
or your local EEO office.